

History Department
The University of British Columbia

Information regarding the preparation of the honours graduating thesis

1. The graduating thesis is generally about sixty pages long. In most cases, the thesis will be divided into chapters.
2. After receiving final approval from the thesis supervisor, the student should arrange for the preparation of three bound copies of the final version of the thesis, for the examining committee.
3. The thesis should have a title page in the following format.

<p>Title of Thesis by Name</p> <p>A graduating thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Arts (Honours) in The Faculty of Arts History Department</p> <p>We accept this thesis as conforming to the required standard.</p> <hr/> <hr/> <hr/> <p>University of British Columbia Date</p>
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4. The thesis should have a table of contents.
5. Footnotes can be placed (a) at the bottom of each page, (b) at the end of each chapter or (c) at the end of the entire text (before the bibliography). Any style of footnoting may be used, with the supervisor's approval, as long as it conforms to standard academic practice and is used consistently.
6. The thesis must include a bibliography. The bibliography can be divided into appropriate sections (e.g. Published Primary Sources, Secondary Sources, etc.)
7. Copies of the bound thesis should be submitted to each member of the examining committee a week before the oral examination.
8. The examining committee will consist of three faculty members including the supervisor of the thesis.
9. Bring to the oral examination:
 - a. a copy of your thesis
 - b. at least three copies of the title page for faculty members to sign at the end of the examination (these pages can be used for the corrected final versions of the thesis)
10. The oral examination usually takes about 1½ hours. The student may speak at the beginning for five to ten minutes, to introduce the thesis and/or to add any relevant information that he or she wishes. During the examination, the student will be asked to discuss both the content of the thesis and the general area of historical enquiry to which it pertains. At the end of the examination, the student will leave the room briefly while the committee deliberates, and will then be invited back to hear the committee's assessment and the approximate grade which will be awarded.
11. Members of the committee may give the student a list of minor errors which must be corrected in those versions of the thesis which will be presented to the History Department and to the supervisor.
12. Within two or three days after the examination, the student should provide one corrected copy of the thesis to the Department and another to the thesis's supervisor. If the thesis deals with any aspect of British Columbia history, another corrected copy should be provided to the Special Collections of the University Library.